

Headquarters
US Army Garrison Command
Fort Knox, Kentucky 40121-5717
12 June 2007

*Fort Knox Pam 25-31

Information Management: Publishing and Printing

USERS' GUIDE TO THE FORT KNOX PUBLICATIONS, PRINTING, FORMS, WEEKLY BULLETIN, DISTRIBUTION, AND COPIER PROGRAMS

Summary. This pamphlet discusses the processes and procedures for editing, control, and publication of local administrative publications; forms approval and design; obtaining printing services; copier management; blank forms support and establishment/maintenance of publications accounts; publication of the Weekly Bulletin (WB); and distribution management. Use this pamphlet in conjunction with Army Regulation (AR) 25-30 and Department of the Army (DA) Pam 25-33.

Applicability. This pamphlet applies to all major activities, staff offices and departments of the US Army Armor Center and Fort Knox (USAARMC); US Army Garrison Command (USAG); and all Fort Knox Partners in Excellence receiving support from the installation in the functional areas herein.

Suggested Improvements. The proponent of this pamphlet is the Directorate of Human Resources (DHR). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to USAG (IMSE-KNX-HRS-E), Fort Knox, Kentucky 40121-5717

Table of Contents

	Paragraph	Page
Chapter 1 – General Information		
Purpose.....	1-1.....	1-1
References.....	1-2.....	1-1
Responsibilities.....	1-3.....	1-1
Chapter 2 – Control and Publication of Fort Knox Administrative Publications		
General.....	2-1	2-1
Explanation of Terms.....	2-2	2-1
Publishing Administrative Publications.....	2-3	2-2
Supplementing ARs	2-4	2-2

*This pamphlet supersedes Fort Knox Pam 25-31, 20 February 2002.

Table of Contents (Continued)

	Paragraph	Page
Chapter 3 – Forms Management		
General.....	3-1	3-1
Types of Forms and Explanations.....	3-2	3-1
Forms Coordinators	3-3	3-1
Forms Requiring Special Consideration	3-4	3-2
Electronically Generated Forms	3-5	3-3
Approval and Printing of New Fort Knox Forms	3-6	3-3
Approval and Printing of New Single-user Forms	3-7	3-4
Approval and Printing of Revisions of Forms	3-8	3-4
Reprints of Existing Forms	3-9	3-4
Printing of "-R" Forms.....	3-10	3-4
Printing of "-E" Forms	3-11	3-4
Overprinting Blank Forms	3-12	3-4
Minimum Stock Level Notice (IMSE-KNX-HRS Form 3589).....	3-13	3-5
Deviations	3-14	3-5
Restrictions	3-15	3-5
Forms Subject to the Privacy Act	3-16	3-6
Forms or Labels Designed to be Self-mailing	3-17	3-6
Chapter 4 – Printing Management		
Laws and Regulations.....	4-1	4-1
Local Applicability of Laws and Regulations	4-2	4-1
Printing Management.....	4-3	4-1
Printing Control Assistant (PCA)	4-4	4-1
Method of Payment.....	4-5	4-2
Method of Submission	4-6	4-2
Time Requirements for Printing	4-7	4-2
Printing Restrictions.....	4-8	4-2
Material Routed Through DHR Before Going to Document Automation And Production Service (DAPS)	4-9	4-4
Preparing DD Form 843.....	4-10	4-4
Chapter 5 – Copier Management		
General.....	5-1	5-1
Approval	5-2	5-1
Copier Service.....	5-3	5-1
Copier Movement	5-4	5-1

Table of Contents (Continued)

	Paragraph	Page
Chapter 6 –Blank Forms/Publication Accounts		
General.....	6-1	6-1
DHR Publications Stockroom.....	6-2	6-1
Establishing a Publications Account.....	6-3	6-1
Managing and Maintaining Accounts.....	6-4	6-2
Resupply of Publications	6-5	6-2
Resupply of Blank Forms From Off-post Units	6-6	6-3
Sensitive and Accountable Forms.....	6-7	6-3
Chapter 7 – USAARMC Weekly Bulletin (WB)		
General.....	7-1	7-1
Publication of the WB.....	7-2	7-1
Chapter 8 – Distribution Management		
General.....	8-1	8-1
Distribution.	8-2	8-1
Appendices		
A. References.....		A-1
B. USAARMC and Fort Knox Distribution Formula.....		B-1

(This page intentionally left blank)

Chapter 1

General Information

1-1. Purpose. This pamphlet provides guidance and local procedures to accomplish publishing and printing program management per policies established in AR 25-30 and is applicable to all USAARMC and USAG organizations. It includes subprograms within the publishing and printing arena of Fort Knox Administrative Publications Control, Forms Management, Printing Management, Copier Management, Blank Forms/Publications Stockroom Management, Publication of the USAARMC WB, and Distribution Management.

1-2. References. Required and referenced publications are listed in Appendix A.

1-3. Responsibilities.

a. Director, DHR. The Administrative Services Division (ASD), DHR, has staff and operational responsibilities for the overall publishing and printing program and its subprograms at Fort Knox.

b. Publications Control Officer (PCO). The PCO manages and controls the installation's administrative publications program per AR 25-30, paragraph 1-23b and chapter 2. The PCO provides editing service for all publications, policies, and command memorandums authenticated by the Commanding General (CG), Chief of Staff (CofS), and Garrison Commander (GC).

c. Forms Management Officer (FMO). The FMO manages the forms program for the installation per policies established in AR 25-30, paragraph 1-23d and chapter 4, and provides installation forms approval and form design services.

d. Printing Management. The ASD, DHR, provides implementing policy and guidance for the printing program per AR 25-30, chapter 7. Each organization will establish a Printing/Reproduction Control Officer and is responsible for control of their organization's printing and budget. Each organization will coordinate printing requirements directly with the DAPS.

e. Installation Copier Manager (ICM). The ICM is responsible for managing the copier program for USAARMC and USAG organizations under policies established in AR 25-30, paragraphs 1-23e, 7-28, and 7-29.

f. Publications Stockroom Manager (PSM). The PSM operates the Publication Stockroom per AR 25-30, paragraph 1-23f. The PSM stocks and supplies blank forms for the installation and other units within the stockroom's geographical area of responsibility. Additionally, the PSM oversees establishment of unit publications accounts and provides training to unit Publication Officers.

g. USAARMC WB. The ASD, DHR, is responsible for publication of the USAARMC WB per AR 25-30, paragraph 3-41. The WB includes official and unofficial items of an advisory, informative, or directive nature.

h. Distribution Management. The ASD, DHR, is responsible for distribution management per AR 25-30, paragraph 5-7 and 5-8; AR 25-51, paragraph 3-4; and DA Pam 25-40, paragraph 6-3. The ASD, DHR, is responsible for maintaining and updating the distribution scheme annually.

i. All Users. All proponents and users of the Fort Knox publishing and printing disciplines must comply with established policies and procedures. They are encouraged to initiate internal procedures to ensure a smooth flow of published and printed material within their organization.

Chapter 2

Control and Publication of Fort Knox Administrative Publications

2-1. General. AR 25-30 and DA Pam 25-40 govern the policies and procedures for processing administrative publications.

2-2. Explanation of Terms.

a. **Numbered Policy Memos.** Fort Knox policy memos are used to convey *short-term* directives or general information and expire after 2 years. Thunderbolt policy memos are applicable to the USAARMC/USAARMS only. They expire upon change of Commanding General, USAARMC and are not used to publish long-term policies or procedures or direct continuing practices or actions. Policy memos can be used on a temporary basis until a regulation is published.

b. **Supplements.** Supplements contain policies, responsibilities, and administrative procedures required to implement ARs. This is the only medium authorized to provide subordinate commanders additional instructions for implementing an AR. Supplements do not supersede, change, or rescind any portion of an AR and must go to HQDA for approval.

c. **Regulations.** Command regulations contain policies, responsibilities, and administrative procedures relating to subjects not contained in ARs. They are *permanent* directives, effective until superseded or rescinded. Each regulation is confined to a single subject. Use a Fort Knox regulation to establish command-wide policy, assign mission responsibilities, delegate authority, set objectives, prescribe detail procedures needed to make sure basic policies are carried out uniformly throughout the command, and prescribe Fort Knox forms.

d. **Pamphlets.** Command pamphlets are permanent instructional or informational publications that apply command wide. Pamphlets are not directive but provide guidance and information needed to carry out policies and procedures established by regulations. They are effective until superseded or rescinded.

e. **Circulars.** Command circulars contain material that is directive or informational, is temporary, or needs to be published only once. Circulars expire 2 years from the date of issue or earlier. Each circular is limited to a single subject. Use circulars to publish the following: instructions for one-time actions that apply command wide, to include forms; general information or policies and procedures that will be in effect for 2 years or less; or temporary notices (e.g., annual awards programs).

f. **Standing Operating Procedures (SOPs).** Command SOPs are standing orders containing instructions concerning routine and recurring activities and are effective until superseded or rescinded.

g. **Plans.** Command plans define a course of action and method of execution to accomplish a specific mission, which includes strategic, military operation, administrative/logistic, mobilization, supporting, alternate, and contingency plans.

h. Memorandums of Instruction (MOIs). Command MOIs contain instructions for implementing a specific event, exercise, etc., and are obsolete after events occur.

2-3. Publishing Administrative Publications. All Fort Knox publications will be staffed through DHR for editing and final processing after all coordination is complete. Publications will be submitted on a staff action summary for the CofS or GC's approval. If the document requires numerous corrections, it will be returned to the proponent. After corrections are made, the document should be returned to DHR Editing for final review and forwarding to the CofS or GC for approval. After command approval, the publication will be returned to DHR Editing for final processing. DHR Editing will date the document, scan and convert the document to PDF format, and post to the Fort Knox web site at <http://www.knox.army.mil/PUBS.htm>.

2-4. Supplementing ARs.

a. Proponent offices are responsible for determining if new or revised regulations require supplementation.

b. Approval must be granted by DA for supplementation of ARs.

Chapter 3

Forms Management

3-1. General. AR 25-30, chapter 4, contains policy regarding the forms management program. DA Pam 25-31 explains implementing guidance for forms management, analysis, and design.

3-2. Types of Forms and Explanations.

a. Local Form. Created, printed, and used by one or more activities within Fort Knox. There are two categories of local forms:

(1) Multi-user Forms - designed and directed for use by two or more activities; local prescribing directive is required. The forms are designated FK (Fort Knox) forms. The forms are identified by the installation designation "FK," the word "FORM," and the form number on the bottom left margin of the form.

(2) Single-user Forms - designed for use only within the USAARMC and USAG Fort Knox office/activity that created the form; local prescribing directive is not required. These forms are identified by the proponent designation (normally the first six letters of the proponent's office symbol (first nine letters for USAG Fort Knox units)), the word "FORM," and the form number on the bottom left margin of the form.

b. Electronic Form. The form image is stored in a magnetic, optical, video, or other type of file and can be retrieved electronically to print the form and/or produce an image of the form on a computer screen. Fort Knox forms are currently available in three electronic formats:

(1) PureEdge (.xhdl): Produces a form that can be electronically filled, saved, printed, digitally signed, and transmitted through e-mail.

(2) Portable Document Format (.pdf): Produces a form image only – form cannot be filled electronically. Used to print a copy of the form for conventional fill either by typewriter or handwritten.

(3) FormFlow (.fro, .frz, or .fhl): Produces a form and can be filled using FormFlow Filler software. (Note: FormFlow formats will be phased out as form designs are completed in PureEdge format.)

c. Fill-in Form. Forms designed in software packages that produce high quality images of the form and, when used with filler software, provide user-friendly interfaces for fill-in and electronic routing (e.g., PureEdge, FormFlow).

3-3. Forms Coordinators. A Forms Coordinator will be appointed for each major activity, directorate, staff office, and supported Fort Knox Partners in Excellence. Directorates and staff offices may appoint additional Forms Coordinators within their activity, if required, due to physical distances between battalions, squadrons, or divisions. Appointments or changes in

appointees will be furnished to DHR, USAG, Fort Knox (IMSE-KNX-HRS). Forms Coordinators' duties are as follows:

a. Serve as a point of contact (POC) on all forms management matters within their activity and with the installation FMO.

b. Review all requests for new forms originating from their activity ensuring new forms do not duplicate the function of higher echelon forms and meets the design techniques and standards as outlined in DA Pam 25-31.

c. Maintain a record of each form their activity is the proponent for under record number **KE 25-30c**. This file serves as a complete history of the form and should include, as a minimum, a copy of each DD Form 67 for each new form and each revision, each version of the form, and prescribing directive, if applicable.

d. Ensure printed quantities of local forms requested are not excessive and are consistent with anticipated usage (A 6-month supply of local forms is recommended at the time of printing.)

e. Notify the installation FMO when the requirement for a local form ceases; so the form can be rescinded and stock salvaged and/or removed from the Fort Knox web page.

f. Review and take appropriate action upon receipt of IMSE-KNX-HRS Form 3589 (Minimum Stock Level Notice).

3-4. Forms Requiring Special Consideration.

a. Forms Authorized for Local Reproduction. A low monthly usage factor may permit assigning a "-R" to the form number. This would authorize users to reproduce the form as needed on their office copier. Many DA, US Army Training and Doctrine Command (TRADOC), and other higher echelon forms have the "-R" after the form number. If your organization uses less than 25 copies of a particular form on an irregular basis, it may be advantageous to reproduce the form on the office copier. Recommend forwarding quantities larger than 25 copies per original to the local DAPS for reproduction.

b. Instructional Material. Blank forms that are part of printed lesson plans and training literature used by the Armor School, 1st Armor Training Brigade, 16th Cavalry Regiment, and US Army NCO Academy are exempt from having form numbers assigned. Blank forms used by these organizations to schedule training, record student results, and perform other administrative requirements will be assigned form numbers.

c. Nonappropriated Funds (NAF) Blank Forms. Blank forms created and used within a revenue-producing nonappropriated activity will be assigned a form number and approved by the Directorate of Morale, Welfare, and Recreation and printed with NAF resources. When appropriated activities require NAF activities to submit data via form media, a local form number will be assigned by the installation FMO.

3-5. Electronically Generated Forms. Electronic generation of local forms (E-forms) is encouraged; however, users must have the equipment and software capable of performing this function. These forms must replicate a mirror image of the approved edition of the printed form. Forms approved for electronic generation will include the designation "-E" as part of the form number.

a. Design. Only functional managers responsible for designing Army-wide, command, agency, and local forms are authorized to design official versions of forms. Therefore, only the installation FMO is authorized to design Fort Knox and single-user E-forms.

b. Fill-in. Form users are authorized to use form fill-in software capabilities only.

c. Availability of E-forms. Authorized E-form files for use with US Army Publications Agency (USAPA)-approved commercial form filler software are available through sources as follows:

(1) DA Forms: Access through US Army Publications Directorate (USAPD) at <http://www.army.mil/usapa> or through the link on the Fort Knox Publications/Forms web page.

(2) DD, SF, and OF Forms: Access through Department of Defense Forms Repository at <http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm> or through the USAPD link in paragraph 3-5c(1) above.

(3) Local Multi-user Forms (FK Forms): Access through the Fort Knox home page at <http://www.knox.army.mil/garrison/doim/forms/fkforms.html>.

(4) Local Single-user Forms. Since single-user forms are unique to a single organization and do not apply installation-wide, they are not posted to the Fort Knox Publications/Forms web page; however, some organizations may opt to post those forms to their organization's web page.

d. Exceptions to Electronically Generated Forms Software. Requests for authorization to use Army-wide forms designed in various software packages, other than those USAPA provides, will first be staffed with the local functional process owner (i.e., a military personnel form must be staffed with the AG) to ensure compliance with local business processes and then forwarded to the installation FMO. The FMO will review and forward the forms package to higher headquarters for approval processing. Upon receipt of approval for use, the FMO will inform the requestor; however, until that time, the form is not authorized for use.

3-6. Approval and Printing of New Fort Knox Forms. A local prescribing directive must prescribe all Fort Knox forms. After designing the form, forward it and a draft of the directive that identifies the Fort Knox form by number (leave the form number blank since it has yet to be assigned), title, preparation instructions, and source of supply, along with one completed and signed DD Form 67 (Form Processing Action Request) to IMSE-KNX-HRS. If the form is designed as an E-form, indicate in block 13 on the DD Form 67 if printed stock is required in addition to E-form availability. A sample of a completed DD Form 67 is at figure 3-1. If printed

stock is required, the FMO will prepare the DD Form 843 and attempt to have the form printed and stocked at the DHR Forms Stockroom before release of the publication that directs use of the form.

3-7. Approval and Printing of New Single-user Forms. Single-user forms are not required to have a prescribing directive. It is the responsibility of the organization that created the form to stock copies of the form and initiate print actions. After designing the form, forward it with one completed and signed DD Form 67 to IMSE-KNX-HRS. Indicate on the DD Form 67 if electronic form design is requested. When printed copies of the form are requested, you will not be formally notified if your form is approved; the completed forms from the DAPS serve as your approval notification. When the form is approved as a "-R" or "-E" form, a copy of the approved DD Form 67 with form will be returned to the requestor. In the event there is a problem with your form, you will receive e-mail notification from the FMO with a brief explanation of why the form was disapproved or corrective action required. Concurrent with forwarding the DD Form 67, submit an original and two copies of the DD Form 843 to have a 6-month supply of the new form printed (see paragraph 4-10 on how to fill out the DD Form 843).

3-8. Approval and Printing of Revisions of Forms. Activities desiring to revise one of their single-user forms or an FK form, for which they are the proponent, must follow the same procedure described above for a new form. Check "REVISION" in block 1 of DD Form 67 and complete block 8.

3-9. Reprints of Existing Forms. Requests for reprints of existing local forms do not require submission of a DA Form 67. Submit an original and two copies of DD Form 843 and a "camera-ready" copy of the desired form. The copy submitted may be the master or one of the forms previously printed by DAPS. Reproductions of a form made on an office copier are not acceptable. Submit the printing request 20 working days in advance of the requirement to allow processing and printing time. Send the request through the FMO at DHR (IMSE-KNX-HRS) to the DAPS.

3-10. Printing of "-R" Forms. Request for printing of "-R" forms and those forms annotated "LRA" (local reproduction authority) in DA Pam 25-30 will be submitted the same as paragraph 3-9 above. The "camera-ready" copy may be a copy of one previously printed by DAPS or carefully remove the form from the prescribing directive and attach it to the DD Form 843. See paragraph 3-4a regarding quantities to be reproduced.

3-11. Printing of "-E" Forms. Forms designated "-E" in DA Pam 25-30 are automatically approved for local reproduction through DAPS. An LRA number is not needed from USAPD. Submit requests per paragraph 3-9 above.

3-12. Overprinting Blank Forms. Overprinting blank forms is permissible if the form is not altered. Overprinting of information subject to frequent change, such as a person's name, telephone numbers, and office symbol is prohibited. See guidance in DA Pam 25-31, paragraph 1-26c, to overprint Standard Forms (SFs) and Optional Forms (OFs). Submit requests for overprinting per paragraph 3-9 above. Type the overprint information on the applicable blank form and attach to the DD Form 843. Special construction forms, such as carbon sets, manila

folders, labels, etc., for overprinting must be furnished by the requester from available stock at the DHR Forms Stockroom.

3-13. Minimum Stock Level Notice (IMSE-KNX-HRS Form 3589). When paper stock of an FK form or poster requires resupply, DHR Forms Stockroom personnel will initiate an IMSE-KNX-HRS Form 3589 (Minimum Stock Level Notice) and forward to the installation FMO. The FMO will complete part 2 of the Minimum Stock Level Notice and forward to the proponent of the form requiring resupply. The activity Forms Coordinator will complete part 3 of the Minimum Stock Level Notice for recommended action and return to the FMO. The FMO will complete action accordingly.

3-14. Deviations.

a. Alteration or modification of Army-wide forms is prohibited unless authorized by the agency concerned. When requesting deviation from the format, content, or construction, to include E-form design, forward the request through DHR (IMSE-KNX-HRS) to the proponent of the form.

b. Alteration or modification of local forms is prohibited unless authorized by the proponent. Send requests to the proponent, and if approved, the proponent will forward the form to DHR (IMSE-KNX-HRS) for final approval.

3-15. Restrictions.

a. Reproduction of Army-wide forms is prohibited unless authorized by USAPD or local reproduction authorized.

b. Reproduction of single-user forms of another proponent is prohibited unless authorized by the proponent concerned.

c. Publications/directives issued by the installation will not contain instructions requiring subordinate activities to establish a form. Instead, an appropriate FK form will be developed, and instructions for its use will be included in the publication or other appropriate media. The form must be essential to efficient and economical operations.

d. Printing in two or more colors is limited to the criteria established under AR 25-30, paragraph 7-17.

e. Certificates of recognition (Achievement, Appreciation, Participation, etc.,) will not be approved by the FMO unless authorized by AG. Certificates are limited to one per unit down to battalion level, black ink on white paper, 8½ by 11 inches in size.

f. New or revised forms will use a neutral language that cannot be construed to discriminate on the basis of sex.

g. The illustration of blank forms within publications, memoranda, etc., without sample entries is prohibited.

h. Standard Government wall and desk calendars are the only calendars authorized at Government expense. Activity schedules and appointment sheets are not considered calendars; FK Form 724-E (Activities Schedule) is available for installation-wide use.

i. Use FK Form 331-E (Inspection Checklist) for unit/installation inspections rather than developing an individual inspection checklist; this checklist template can be tailored to any inspection program post-wide.

3-16. Forms Subject to the Privacy Act. If a form is used to collect personal data from an individual, the provisions of the Privacy Act of 1974 must be applied.

a. For a form requesting personal data, the proponent will develop a Privacy Act Statement and obtain approval from the installation Privacy Act Officer (IMSE-KNX-HRS-A) before the form is sent to the FMO. The installation Privacy Act Officer will complete block 14a of DD Form 67. Fort Knox Pam 25-4 contains detailed information on Privacy Act Statements.

b. The integration of the Privacy Act Statement and forms will be determined by the FMO in the following order of precedence:

(1) Included in the body of the form, preferably below the title and positioned so that it can be seen easily by the individual before furnishing the information requested on the form.

(2) Printed on the reverse of the form. In this case, an appropriate statement will be placed below the title of the form to indicate where the Privacy Act Statement is located.

3-17. Forms or Labels Designed to Be Self-mailing. Forms or labels designed to be self-mailing will be coordinated with the installation Postal Officer (IMSE-KNX-HRS-D) before approval by the FMO. The installation Postal Officer will complete block 14b of DD Form 67.

Must be completed if an FK form

Check appropriate block

Leave blank

If a new form, leave blank – number will be determined by FMO. If a revised or cancelled form, insert form number

Complete if new or revised form supersedes other form(s)

If Privacy Act information is involved, check "YES" and forward to IMSE-KNX-HRS-A

If form/label is self-mailing, check "YES" and forward to IMSE-KNX-HRS-D

Signature required of individual who developed the form

Signature required of organization's Forms Coordinator

Signature of Installation Forms Management Officer (FMO)

FORM PROCESSING ACTION REQUEST (Read instructions in DoD 7750.7-M before completing this form)		1. TYPE SUBMISSION (X one) <input checked="" type="checkbox"/> NEW <input type="checkbox"/> REVISION <input type="checkbox"/> CANCELLATION OTHER (Specify)		2. FORM DESIGNATION AND NUMBER (Leave blank if a new form)		3. DATE OF FORM (Complete only when cancelling a form)	
4. FROM (DoD Component OPR Organization and complete mailing address) (YOUR ORGANIZATION)		5. THRU (DoD Component FMO Organization and complete mailing address)		6. TO (Organization and complete mailing address) DHR ATTN: IMSE-KNX-HRS FORT KNOX, KY 40121-5717			
7. FORM TITLE (TITLE OF NEW FORM)				8. SUPERSEDED FORMS (if applicable)			
				a. FORM NUMBER		b. EDITION DATE	
						c. DISPOSITION (X one) (1) USE (2) DO NOT USE	
9. PRESCRIBING DOCUMENT NUMBER (Attach copy)		10. FUNCTIONAL CODE (Leave blank if a new form)		11. TYPE OF FORM (X one) <input checked="" type="checkbox"/> PRESCRIBED <input type="checkbox"/> ADOPTED			
12. DESIGN CONSIDERATIONS							
a. SUGGESTED SIZE (Width) (Height) 8 1/2 11		b. SPECIAL CONSTRUCTION REQUIRED (X one) YES (if Yes, attach printing specifications) <input checked="" type="checkbox"/> NO		c. IS FORM CLASSIFIED? (X as applicable) WHEN BLANK? <input checked="" type="checkbox"/> NO WHEN FILLED IN?		d. IS FORM CONTROLLED? (X as applicable) SAFEGUARD <input checked="" type="checkbox"/> NO SERIALLY NUMBERED	
e. IS FORM AUTHORIZED FOR ELECTRONIC GENERATION? (X one) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO WITH STIPULATIONS							
13. PURPOSE AND DESCRIPTION OF USE (Attach additional sheet, if necessary) (INCLUDE A BRIEF PURPOSE AND DESCRIPTION OF USE STATEMENT)							
14. INTERNAL COORDINATION AND CONCURRENCE							
(1) COORDINATOR				(2) APPLICABLE (Yes or No)		(3) REMARKS (Enter Report Control Number(s) and expiration date(s), if applicable)	
NAME				INITIALS		OFFICE SYMBOL	
a. PRIVACY ACT				b. POSTAL		c. DATA ELEMENTS	
Bobbi Trump				Steven Siler		IMSE-KNX-HRS-A 4-7425 IMSE-KNX-HRS-D 4-1349	
d. REPORTS				e. INTERAGENCY		f. RCS	
OMB							
15. EXTERNAL COORDINATION AND CONCURRENCE (Not required for SD, DoD Component, or Command forms)							
a. DDD COMPONENT		b. COORDINATOR		c. ESTIMATED ANNUAL USAGE		d. IF REVISION, QTY EXISTING FORMS ON HAND	
NAME		INITIALS		OFFICE SYMBOL		TELEPHONE NUMBER (Include DSN/Area Code)	
CERTIFICATION OF DOD COMPONENT OPR AND/OR ACTION OFFICER, APPROVING OFFICIAL, AND FMO I hereby certify that all of the above coordinations have been completed as indicated.							
16. DOD COMPONENT OPR AND/OR ACTION OFFICER							
a. TYPED NAME		b. SIGNATURE		c. TELEPHONE NO.			
17. DOD COMPONENT APPROVING OFFICIAL				18. DOD COMPONENT AND/OR COMMAND FORMS MANAGEMENT OFFICER			
a. SIGNATURE		b. DATE SIGNED		a. SIGNATURE		b. DATE SIGNED	
(LEAVE BLANK)							
19. APPROVING FORMS MANAGEMENT OFFICER							
a. TYPED NAME		b. SIGNATURE		c. DATE SIGNED			
BARBARA WILLETT, FMO							

DD Form 67, SEP 91 (EG) Previous editions are obsolete.

Figure 3-1. Sample DD Form 67

(This page intentionally left blank)

Chapter 4

Printing and Reproduction

4-1. Laws and Regulations.

- a. Title 44, USC, stipulates that all printing will be accomplished at the Government Printing Office (GPO) unless otherwise authorized.
- b. AR 25-30, chapter 7, further stipulates that command or local level will obtain printing and duplicating from the local DAPS.

4-2. Local Applicability of Laws and Regulations. Per above laws and regulations, all printing must go through DAPS - Knox. If the local DAPS determines the work cannot be accomplished in house, the printing will be accomplished through the GPO. In the event GPO cannot accomplish printing due to time constraints, they may authorize local off-post commercial printing; however, only the GPO can authorize such printing.

4-3. Printing Management. The DHR is responsible for local policy and guidance per laws and regulations; however, each activity is responsible for maintenance of their printing budget and submission, tracking, and approval of printing per AR 25-30 and this pamphlet. (See paragraph 4-4 below for PCA duties.)

4-4. Printing Control Assistant (PCA). Each major activity, directorate, staff office, and Partner in Excellence will appoint a primary PCA and as many alternates as necessary. It is recommended the PCA(s) also be the IMPAC cardholder(s), but final determination is at the discretion of each organization to decide what works best. Duties of the PCA and/or IMPAC cardholder(s) are listed as follows:

- a. Review each request for compliance with AR 25-30 and this pamphlet and ensure all work requested is mission essential.
- b. Ensure the DD Form 843 (Requisition for Printing and Binding Service) or the DAPS Online request is complete and concise in the specification given. If using the DD Form 843, submit in triplicate with the first copy being an original, typed or clearly printed.
- c. Submit the original copy, "camera-ready" copy, or digital file to the DAPS to ensure better print quality.
- d. Ensure that material submitted for print is paginated if it is to be collated. If existing page numbers are unclear, they should be renumbered to facilitate collating using a nonreproducible marker.
- e. Assign a unique Activity Order Number to the DD Form 843 or DAPS Online request. Use either FK Form 3543-E (Printing Control Log) or automated program to control Activity Order Numbers. The Printing Control Log is available electronically at <http://www.knox.army.mil/garrison/doim/forms.htm>.

f. Approve/disapprove by authenticating and dating in Block 17 on the original of the DD Form 843.

g. Maintain the activity's printing budget.

4-5. Method of Payment. Acceptable methods of payment to DAPS is either the government IMPAC credit card or military interdepartmental purchase request (MIPR). IMPAC cards must be coded for printing purchases only. Activities will coordinate issuance of IMPAC cards with the Directorate of Contracting (DOC), phone 4-4254/3748, with sufficient lead time to receive training and obtain the card before required use.

4-6. Method of Submission. Requests for printing will be submitted on DD Form 843 or electronically through the DAPS Online system. For hard copy submissions, prepare an original plus two copies of the DD Form 843. To submit printing through DAPS Online, contact the local DAPS office to obtain system access.

a. Hard Copy Submission. Either submit the document for print with an original and two copies of the DD Form 843 or input order through the DAPS Online system and attach one copy of the order confirmation sheet to the hard copy document for print. Forward to the local DAPS office.

b. Electronic Submission. Upload the file through the Document Transfer portion of DAPS Online order request. File size is limited to 100 MB per file. Preferred format is .pdf; however, .doc, .xls, and .ppt are also acceptable. Contact the local DAPS office to determine if other formats are acceptable.

4-7. Time Requirements for Printing. Printing is accomplished either in house at the local DAPS or contracted out through GPO. The key factors that determine whether the order will be printed in house or contracted out are: quantity, size, time, equipment, and cost. The local DAPS will make every effort to accomplish printing at the least cost to the customer and by the due date listed on DD Form 843 or DD Form 282. In the event DAPS cannot accomplish completion of printing by the required date, the POC listed on the form will be contacted by DAPS to negotiate a completion date. The following lead times are suggested:

a. Contract Printing. Contract printing normally takes at least 20 working days for scheduling and delivery in order to obtain normal pricing. Orders requiring completion in less time may include an additional fee for expediting. Contract printing is normally routine and planned and ordered well in advance. Examples are lesson material inclusive of instructor and student requirements, blank forms, overprinted forms, manuals, maps, etc.

b. In-house Printing. In-house printing is normally accomplished within 1-5 working days.

4-8. Printing Restrictions.

a. Multi-color printing is limited to the guidelines established in AR 25-30, paragraph 7-17.

b. Printed invitations for general officers (GOs) hosting official Army functions are authorized. AR 25-30, paragraph 7-12, contains instructions for requisitioning GO invitations and stationary. Furnish the blank stock to the local DAPS for imprinting.

c. Printed invitations for non-GOs may be printed at government expense only as required for official functions related to the organization's mission, e.g., change of command, dedications, or official ceremonies.

d. Letterhead is not authorized below squadron/battalion level.

e. Printing of memo pads for GO and Senior Executive Service personnel is authorized if the pads contain only the organization name, office title, installation, city, state, and zip code. The person's name and rank will not be printed.

f. Printing of business cards is authorized when considered necessary to perform official duties and facilitate mission-related business communications per AR 25-30, paragraph 7-11.

(1) Commercially procured cards (printed by DAPS or GPO contractor) are generally restricted to investigators and recruiters; are limited to a single color of ink; and may not be customized, embossed, or engraved.

(2) Cards produced within the user's activity must use existing computer hardware and software and be printed on perforated card stock obtained through supply channels.

g. Printing of wall and desk calendars is prohibited. Procure through normal supply channels.

h. Printing of unit newsletters is authorized when content is official information. See AR 215-1, paragraph 5-13m(7), for exception on including unofficial items up to 20 percent of printable space in official newsletters when the local commander makes a determination that its dissemination may improve morale of esprit de corps. Newsletter content is official when it is educational; promotes unit cohesion; and is related to unit mission, family readiness group programs, and family and unit readiness. Unofficial information is nonmission related and more personal in nature, such as birth announcements, anniversaries, birthdays, recipes, fund raising for private organizations, and other similar events.

i. Use of existing certificates is encouraged. Fort Knox Certificates of Achievement and Appreciation are stocked by the AG, and DA Form 87 (Certificate of Completion) is stocked in the DHR Forms Stockroom, Bldg. No. 43, Warehouse St. See paragraph 3-15e of this pamphlet for further guidance on certificates.

j. Printing of advertisements by or for any private individual, firm, or corporation or material that implies in any manner the Government endorses or favors any specific commercial product, commodity, or service is prohibited.

4-9. Material Routed Through DHR Before Going to Document Automation and Production Service (DAPS). The following print material must be routed through DHR to the appropriate program manager before forwarding the print order to DAPS:

- a. Route requests for forms (new, revised, reprints, and overprints) through the installation FMO (IMSE-KNX-HRS).
- b. Route command correspondence (signed by USAARMC CG, USAARMC CofS, or GC) and Fort Knox administrative publications through DHR Editing (IMSE-KNX-HRS-E) before signature and processing for printing.
- c. Route material involving mailing of official mail through the installation Postal Officer (IMSE-KNX-HRS-D).

4-10. Preparing DD Form 843. Figure 4-1 illustrates preparation of DD Form 843. Submit an original plus two copies.

- a. DATE. Date of request.
- b. ACTIVITY ORDER NUMBER. Entered by the requesting PCA.
- c. JOB NUMBER. Leave blank – for DAPS use only.
- d. TO. DAPS-Knox.
- e. THRU. As required (chain of command, installation Forms Manager, DHR Editing, or installation Postal Officer).
- f. FROM. Your organization, POC, and phone number.
- g. BLOCK 1, TITLE OF PUBLICATION. Title of publication, form, or subject of memo, etc.
- h. BLOCK 2, NUMBER AND DATE. Enter publication or form number and edition date, if applicable.
- i. BLOCK 3, PURPOSE. Brief justification of why printing is necessary.
- j. BLOCK 4, QUANTITY IN. Check how you want the job delivered (sheets, sets, books, pads, or other).
- k. BLOCK 4a, PARTIAL DELIVERY REQUESTED. Leave blank - cannot accommodate.
- l. BLOCK 4b, COMPLETE DELIVERY REQUESTED.

(1) Enter a date when delivery is requested - do not use ASAP or schedule work to be completed on weekends or holidays. See paragraph 4-7 above for print lead times.

(2) Enter quantity required - do not use "Distribution A, B, C, or D. If unsure of the quantity for distribution schemes, contact DHR Editing, phone 4-7500.

m. BLOCK 5a, TRIM SIZE. Enter width and length of finished product (flat size). Standard size is 8½ by 11 inches.

n. BLOCK 5b, FOLDED TO. If product requires folding to a certain size, enter width and length of folded product.

o. BLOCK 6, NUMBER OF PAGES. Enter total number of pages to be printed. Do not include blank pages in the page count. Front and back side of a sheet of paper count as two pages if the back side has print on it.

p. BLOCK 7, BINDING. Enter how job should be stapled, if applicable.

(1) If only one staple is required in the upper left corner, check OTHER and enter "Staple ULC."

(2) If two staples are required on the left side, mark SIDE STITCHED.

(3) If the job should be stapled on a fold (i.e., graduation booklets), check SADDLE STITCHED.

(4) If padding is required, indicate how many sheets are required in each pad or set.

q. BLOCK 8, PAPER STOCK. Enter the kind of paper stock required, i.e., bond, index, cover stock, NCR, and color of paper stock.

r. BLOCK 9, PRINT. Enter color of ink and how the job should be printed.

(1) FACE ONLY. Print on one side only.

(2) HEAD TO HEAD. Print on both sides to read like a book.

(3) HEAD TO FOOT. Print on both sides so that when the bottom of page is turned up, you continue to read.

s. BLOCK 10, PUNCHING. Indicate number of holes to be punched and position, if applicable.

t. BLOCK 11, MATERIAL DISPOSITION. Indicate office or office symbol and name of person to return originals.

u. BLOCK 12, CLASSIFICATION. Enter security classification, if applicable.

v. BLOCK 13, ADDITIONAL INSTRUCTIONS.

(1) Enter any additional instructions required to get the job printed correctly.

(2) If the job will be picked up from DAPS and delivered by the installation Mail and Distribution system, type "MESSAGE CENTER PICKUP" in this block.

w. BLOCK 14, DISTRIBUTION INSTRUCTIONS. Enter name and phone number of person to be contacted upon completion of the job, or if delivered through the installation Mail and Distribution system, type DISTRIBUTION A, B, C, or D, as applicable, or special distribution list.

x. BLOCK 15, APPROPRIATION CHARGEABLE. Enter organization and name of government IMPAC credit cardholder for printing or MIPR number.

y. BLOCK 16, ORIGINATOR. Self-explanatory.

z. BLOCK 17, ACTION BY PRINT CONTROL AUTHORITY. Type name of organization's PCA or government IMPAC cardholder for printing. Check APPROVED or DISAPPROVED. Original signature and date are required.

Route thru this office
when printing a form

Organization's internal
print control #

REQUISITION FOR PRINTING AND BINDING SERVICE		<input checked="" type="checkbox"/> FUND APPROPRIATED <input type="checkbox"/> NON-APPROPRIATE	DATE (Date of Request)	ACTIVITY ORDER NUMBER XX-xxxx-07	PLANT USE ONLY	JOB NUMBER
TO: DAPS - KNOX		THRU: (Appropriate Printing Control Authority) DHR Forms Management Officer ATTN: IMSE-KNX-HRS		FROM: (Originating Agency and Person to telephone extension) (Your organization, POC, and phone number)		
1. TITLE OF PUBLICATION (Self-explanatory)				2. NUMBER AND DATE Insert Form # and date, if applicable		
3. PURPOSE, FUNCTION, ECONOMIES EFFECTED AND CONCURRENCES (Brief justification of why printing is necessary)						
4. QUANTITY IN: <input type="checkbox"/> SHTS <input type="checkbox"/> SETS <input type="checkbox"/> BOOKS <input type="checkbox"/> PADS <input type="checkbox"/> OTHER (Specify in item 13)				5. SIZE OF PUBLICATION		6. NUMBER OF PAGES
a. PARTIAL DELIVERY REQUESTED DATE (Leave Blank) QUANTITY		b. COMPLETE DELIVERY REQUESTED DATE (Due date) QUANTITY Self-explanatory		a. TRIM SIZE WIDTH LENGTH	b. FOLDED TO WIDTH LENGTH	5
				8 1/2" 11"		
7. BINDING (Use item 13 for additional instructions) <input type="checkbox"/> LOOSE <input type="checkbox"/> SIDE STITCHED <input type="checkbox"/> PAD <input type="checkbox"/> TOP <input type="checkbox"/> LEFT <input type="checkbox"/> RIGHT <input type="checkbox"/> BTM <input type="checkbox"/> GLUED <input type="checkbox"/> SADDLE STITCHED <input checked="" type="checkbox"/> OTHER Staple ULC				8. PAPER STOCK COP-IES BASIS WEIGHT KIND COLOR		9. PRINT FACE ONLY HEAD TO HEAD FOOT SIDE
				1 Bond		Wht Blk X
10. PUNCHING NR HOLES DIAMETER C TO C KIND POSITION						
3 Left standard						
11. MATERIAL DISPOSITION HOLD DESTROY RETURN TO						
NEGATIVES						
ORIGINALS						
12. CLASSIFICATION UNCLASSIFIED						
13. ADDITIONAL INSTRUCTIONS, DUMMY ATTACHED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (Perforations, scoring, prenumbering, etc.) (Furnish any information necessary to get the job printed correctly.) (If you want the job delivered by post distribution system, include the following statement.) MESSAGE CENTER PICKUP						
14. DISTRIBUTION INSTRUCTIONS (If desired, also indicate person to be notified when job is completed.) Indicate required distribution. If you desire to pick up the order, provide name and phone number of person to contact when print order is completed.				15. APPROPRIATION CHARGEABLE (IMPAC credit card holder or MIPR # for your organization's printing) CERTIFICATION THAT THE USE OF MORE THAN ONE COLOR IS IN ACCORDANCE WITH DEPARTMENTAL REGULATIONS. THAT THE ILLUSTRATIONS USED IN THIS PUBLICATION ARE NECESSARY AND RELATE ENTIRELY TO THE PUBLIC SERVICE. THAT THIS WORK IS AUTHORIZED BY REGULATIONS AND IS NECESSARY TO THE CONDUCT OF OFFICIAL BUSINESS. 16. ORIGINATOR (Typed Name, Signature and Date) (Self-explanatory) 17. ACTION BY PRINTING CONTROL AUTHORITY <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED TYPED NAME, SIGNATURE AND DATE		
FOR PLANT USE ONLY		18. DATE RECEIVED		19. PRIORITY		23. PRESS SIZE
						X
20. DATE PROMISED		21. DATE COMPLETED		22. DATE DELIVERED		X
						X
						X
						X
RECEIPT OF COMPLETED JOB						
24. RECEIVED BY		25. ORGANIZATION SYMBOL			26. DATE	

DD Form 843, JUL 55 (EG)

Figure 4-1. Sample DD Form 843

(This page intentionally left blank)

Chapter 5

Copier Management

5-1. General. AR 25-30, chapter 7, governs policies and procedures for self-service copying management, and DA Pam 25-40, Appendix J-6, provides guidelines for self-service copiers.

5-2. Approval. Request for copiers will be submitted through the organization's Information Management Officer to the DHR for approval, and DHR prepares the analysis. DA Pam 25-40, figure J-2, provides a sample copier request memorandum.

5-3. Copier Service. Service calls should be placed by the user to the vendor. Provide make, model, serial number, location, telephone number, and nature of problem. Any copier repair that an authorized service technician determines not to be within the scope of the contract, i.e., user misuse/abuse, will be surveyed by the proper unit personnel and a statement of alleged misuse or abuse forwarded to DHR, USAG (IMSE-KNX-HRS-C), BEFORE repairs can be initiated. Arrangement to reimburse DOIM for charges due to misuse/abuse must be coordinated with DOIM Budget Office (IMSE-KNX-RMO) before repair work is authorized.

5-4. Copier Movement. Approval must be obtained through DHR before movement of a copier.

(This page intentionally left blank)

Chapter 6

Support of Blank Forms/Publication Accounts

6-1. General. AR 25-30, chapter 5, contains policy regarding the distribution system of DA publications and blank forms and maintenance of publications accounts. DA Pam 25-33 provides guidance and necessary blank forms to establish and maintain accounts.

6-2. DHR Publications Stockroom. A self-service store for non-electronic or high usage blank forms has been established by the DHR Forms Stockroom, Bldg. No. 43, Warehouse St., for use by all units/activities at this installation. Authorized stockage levels of blank forms for on-post units/activities using the self-service store are limited to a 30-day supply.

a. All DA, DD, SF, OF, and other miscellaneous higher echelon blank forms are stocked by the self-service store when they are required for use by two or more authorized users, unless identified as electronic media (EM). Departmental electronic forms are available at <http://www.usapa.army.mil>.

b. Most FK blank forms are available in electronic format at <http://www.knox.army.mil/garrison/doim/forms/fkforms.html>. FK forms that are not conducive to electronic format are stocked and available in hardcopy at the DHR Forms Stockroom.

c. No local single-user blank forms are stocked. These are maintained at the user level.

d. If higher echelon “-R” or “LRA” non-electronic blank forms are used by more than one user, in sufficient quantities, the forms will be stocked by the DHR Forms Stockroom.

e. The TRADOC publications are available in electronic format at <http://www.tradoc.army.mil>.

f. US Army Forces Command publications are available in electronic format at <http://www.forscom.army.mil>.

6-3. Establishing a Publications Account. Guidance for establishing publications accounts is contained in DA Pam 25-33, chapter 2.

a. All requests to establish a new publications account (DA Form 12-R, Request for Establishment of a Publications Account) or change to current account will be hand carried, faxed [(502)624-3161/DSN 464-3161], or e-mailed to the DHR Forms Stockroom personnel [phone (502)624-8428/DSN 464-8428 for current e-mail address]. After approval, DHR will forward the DA Form 12-R to the St. Louis Publications Center for implementation.

b. Upon assignment of a publications account number, USAPD will forward e-mail instructions for establishing a 12-series account and ordering publications through the USAPD On-line Ordering system.

c. Commands are required to immediately notify the Forms Stockroom Manager, IMSE-KNX-HRS-P, of all changes in unit Publications Officer assignments.

d. Upon notification of appointment, the new unit Publications Officer will coordinate with the DHR Forms Stockroom to schedule a training class on their duties, responsibilities, and use of the USAPD On-line Ordering system.

e. Only those units that have adequate storage facilities will be authorized to request classified publications.

f. Publications received through distribution channels having no organizational requirements should be disposed of at unit level.

6-4. Managing and Maintaining Accounts. Guidance for managing and maintaining the account is given in DA Pam 25-33. Use FK Form 5001 (Internal Distribution Card) (figure 6-1) to assist unit publications officers in this task.

a. For publications in hard-copy format only, the Publications Officer will automatically receive new and revised editions of DA publications and changes previously identified on the DA Form 12-series submission via Initial Distribution (ID).

b. The account should be reviewed and updated annually. However, changes can be made at any time.

6-5. Resupply of Publications. Resupply of publications not available in electronic format may be accomplished anytime publications are needed through the USAPD On-line Ordering system under the unit's publications account.

a. Categorize all publications, i.e., ARs, Field Manuals (FMs), Technical Manuals (TMs), etc., ensuring all are in numerical sequence. Always check DA Pam 25-30 at <http://www.army.mil/usapa/2530.html> to verify the publication is still current. If the publication is not in the index, it cannot be ordered through the unit's publications account. Periodically check DA Pam 25-30 for any changes that may have been issued to mission-related publications and order as needed. Ensure the changes have not been incorporated into the basic before ordering.

b. After an order has been submitted, you may receive an advice of supply e-mail message from the St. Louis Publications Center. DA Pam 25-33 identifies error and supply codes and directs appropriate action to expedite receipt of publications and prevent duplicate requisitions. NOTE: Due Outs (DOs) are held for 9 months pending stockage availability; at that time publications must be reordered.

c. To obtain quantities of publications that exceed the prescribed distribution level (see DA Pam 25-33, paragraph 4-2), place the order on-line and upon receipt of an "exceeds maximum quantity" (MQ) notice from USAPD, the unit must submit a request in writing, with full

justification, through the DHR Publications Stockroom, who will forward it to USAPD for approval.

6-6. Resupply of Blank Forms for Off-post Units. Blank forms requisitions (DA Forms 17 and 17-1) from off-post units should arrive at the DHR Forms Stockroom by the 5th working day of each month to ensure the fastest processing and shipment of requested forms. Requesting units should ensure that all items listed on the requisition are verified using the current edition of DA Pam 25-30, with special attention given to blocks 7a, b, c, and d. Erroneous or incomplete entries on requisitions may result in the DA Form 17 being returned without action. After action has been taken on the requisition, DHR Forms Stockroom will return the annotated copy of the requisition, along with the blank forms, to the requester. See paragraph 6-7 below for additional requirements for off-post units when requesting sensitive or accountable forms.

6-7. Sensitive and Accountable Forms. In order to receive issue of sensitive and accountable forms, all units must have the following on file with the DHR Forms Stockroom (IMSE-KNX-HRS-P):

- a. DA Form 1687 (Notice of Delegation of Authority – Receipt for Supplies).
- b. Assumption of command orders or appointment memorandum for the individual approving the DA Form 1687.
- c. Verification of security clearance for each individual listed on the DA Form 1687 authorized to receive sensitive or accountable forms.

Items in paragraph 6-7a-c above will be updated annually and provided to the DHR Forms Stockroom.

Requisitions (DA Forms 17 and 17-1), signed by the Accountable Forms Officer, will be submitted in two copies to the DHR Publications Stockroom at least 3 working days before the date required. Units receiving sensitive or accountable forms from the DHR Forms Stockroom will periodically review their storage and issue procedures.

INTERNAL DISTRIBUTION CARD For use of this form, see Fort Knox Pam 25-31

PUB _____

12 Series Form _____

Block Number _____

IDN Number _____

ID Requirements _____

Quantity Received _____

Date Received _____

Distributed to the following:

Section/Office	# Req	# Rec	Section/Office	# Req	# Rec	Section/Office	# Req	# Rec

FK FORM 5001-E, OCT 97

PREVIOUS EDITIONS MAY BE USED.

V2.10

Figure 6-1. Sample FK Form 5001-E (Internal Distribution Card)

Chapter 7

USAARMC Weekly Bulletin (WB)

7-1. General. AR 25-30, paragraph 3-42, contains policies regarding the publication of command bulletins.

7-2. Publication of the WB.

a. Preparation of the WB will begin 2 working days before date of publication. Notices must be received at DOIM by 1200 each Thursday for publication the following Monday. When a holiday falls on Monday, the WB will be published on Tuesday. The preferred method for receipt of notices is via e-mail (phone (502)624-4804/DSN 464-4804 for current e-mail address). Hard copy notices will be accepted when e-mail is not available. Notices will be sent to DOIM (IMSE-KNX-IMP). The WB is generated electronically and placed on the Fort Knox web page (www.knoxdoim815/portal/weeklybulletin.htm) and DOIM Public Folders.

b. Official notices will have priority over unofficial notices in the WB. We suggest unofficial notices be placed in the applicable activity public folders or web pages.

c. Official notices will be routed through the appropriate staff office for approval before sending to DOIM for publication. DOIM Operations will edit all notices received for publication for compliance with higher headquarters directives and ensure they are understandable to personnel of the command.

d. Bulletins will expire after 90 days and remain on the DOIM Public Folders until the expiration date.

e. All notices referring to buildings on this installation will cite the name of the building (if it has an approved name), building number, and street name.

f. Notices concerning the estate of deceased personnel will be published 3 consecutive weeks.

g. Notices concerning unofficial items, i.e., for sale or rent and lost and found, will not be published in the WB. These notices should be published in Inside the Turret in order to stimulate reading of the command newspaper.

h. Notices concerning club and association activities will be published in the WB only if approved, as space allows.

i. The Official Section of the USAARMC WB will be read and complied with by all military and civilian personnel, and a copy will be posted on each bulletin board.

(This page intentionally left blank)

Chapter 8

Distribution Management

8-1. General. AR 25-30, chapter 5, contains policies regarding distribution management.

8-2. Distribution. The DHR is responsible for the USAARMC and Fort Knox Distribution Scheme.

a. Multiple addressee memorandums and other directives published by HQ, USAARMC and Fort Knox, will be distributed (in hard-copy or electronically) per prescribed formulas as determined by the proponent.

b. Multiple addressee-reproduced memorandums and other directives received from higher headquarters will be forwarded to the appropriate action office for necessary action and distribution instructions. Where implementing instructions are required on communications received from higher headquarters, they will be published by this headquarters in the form of a memorandum, regulation, or supplement, as appropriate; however, proponents will not circumvent the intent of the media, such as requesting publication of a circular when it should be published as a supplement to a regulation. Directives not requiring further implementing instructions may be forwarded through command channels without implementation. All commanders and staff offices receiving such directives will take appropriate action, if warranted.

c. Multiple address memorandums and other similar directives published by HQ, USAARMC and Fort Knox, will be addressed to major subordinate commanders, Fort Knox Partners in Excellence commanders, and directors/chiefs, as applicable. Distribution will be made per the distribution formula in Appendix B.

d. The following distribution symbols, or a combination thereof, will be used to prescribe the level of distribution desired on all multiple address correspondence, regulations, supplements, pamphlets, and circulars prepared by this headquarters:

A – Major subordinate commands down to company level, commanders of Fort Knox Partners in Excellence, and staff offices down to division level.

B – Major subordinate commands down to battalion level, commanders of Fort Knox Partners in Excellence, and directors and chiefs of staff offices.

C – Major subordinate commands down to company level and staff offices down to division level. (CF: CDRS, Fort Knox Partners in Excellence).

D – Directors and chiefs of staff offices.

e. Addresses corresponding to respective distribution symbols on command correspondence will be as follows:

DISTRIBUTION A and B

Commanders, All Units Reporting Directly to This Headquarters
Commanders, Fort Knox Partners in Excellence
Directors and Chiefs, Staff Offices/Departments, This Headquarters

DISTRIBUTION C

Commanders, All Units Reporting Directly to This Headquarters
Directors and Chiefs, Staff Offices/Departments, This Headquarters
(CF: CDRS, Fort Knox Partners in Excellence)

DISTRIBUTION D

Directors and Chiefs, Staff Offices/Departments, This Headquarters

f. Requests for changes in the distribution formula will be submitted in writing, to include justification, to DHR, USAG (IMSE-KNX-HRS-E), keeping in mind the high cost of printing and requesting only the essential minimum requirements to perform the mission.



MARK D. NEEDHAM
COL, AR
Commanding

ROBERT L. BROOKS
Director, Information Management

DISTRIBUTION:
A

Appendix A

References

Section I

Required Publications

Fort Knox Pam 25-4, Supervisors'/Managers' Guide to the Freedom of Information and Privacy Acts, 29 Oct 93.

DA Pam 25-31, Forms Management, Analysis, and Design, 31 Jul 95.

DA Pam 25-33, User's Guide for Army Publications and Forms, 15 Sep 96.

AR 25-30, The Army Publishing Program, 27 Mar 06.

DA Pam 25-30, Consolidated Index of Army Publications and Blank Forms, online.

TRADOC Pam 25-30, Index of TRADOC Administrative Publications, 11 Aug 04.

Fort Knox Pam 25-30, Index of Fort Knox/USAARMC Administrative Publications and multi-user Forms, 13 Apr 06.

FORSCOM Pam 25-30, FORSCOM Publications and Blank Forms Index, 1 Jun 06.

DA Pam 25-40, Army Publishing: Action Officers Guide, 7 Nov 06.

Section II

Related Publications

AR 335-15, Management Information Control System, 28 Oct 86.

Fort Knox Pam 25-2, Correspondence Staff Procedures Guide, 17 Oct 01.

AR 25-400-2, The Army Records Information Management System (ARIMS), 15 Nov 04.

(This page intentionally left blank)

Appendix B
USAARMC and Fort Knox Distribution Formula

USAARMC

OFFICE OR UNIT	OFFICE SYMBOL	A	B	C	D
CofS	ATZK-CG	7	7	7	7
G4/Directorate of Resource and Logistics	ATZK-RM	10	6	1	1
G6/IMO	ATZK-IO	1	1	1	1
Protocol	ATZK-PR	1	1	1	1
Equal Opportunity Office	ATZK-EO	1	1	1	1
Directorate of Training, Doctrine, and Combat Development	ATZK-TD	5	5	5	5
Inspector General	ATZK-IG	1	1	1	1
*Staff Judge Advocate	ATZK-JA IMSE-KNX-LA	10	4	8	4
**Directorate of Dental Services/US Army Dental Activity	ATZK-DN MCBM	1	1	1	1
**Directorate of Health Services/US Army Medical Department Activity	ATZK-MS MCXM	1	1	1	1
Office of the Chief of Armor	ATZK-AR	1	1	1	1
TRADOC Capability Manager (TCM) for Heavy Brigade Combat Team (HBCT)	ATZK-TS	1	1	1	1
TRADOC Capabilities Manager PBC/Combat ID	ATZK-PBC-CID	1	1	1	1
Fort Knox Liaison Office for TSM IAV and FCS	ATZK-IAV	1	1	1	1
Office of the Special Assistant to the Commanding General	ATZK-SA	1	1	1	1
Quality Assurance Office	ATZK-QA	1	1	1	1
*Safety Office	ATZK-SO IMSE-KNX-SO	1	1	1	1
US Representatives (Marines)	ATZK-MC	1	1	1	
US Representatives (Air Force)	ATZK-AF	1	1	1	
Headquarters, Armor School	ATZK-DAS	35	10	35	10
Armor Magazine	ATZK-DAS-A	1	1	1	1
*Provost Marshal/Law Enforcement Command	ATZK-PM IMSE-KNX-PM	2	2	2	2
16 th Cavalry Regiment	ATZK-SB	18	10	18	
1 st Armor Training Brigade	ATZK-BA	50	9	50	
US Army NCO Academy	ATZK-NC	11	11	11	
Unit of Action Maneuver Battle Lab	ATZK-UA	1	1	1	1
SUBTOTAL		165	81	154	44

US ARMY GARRISON COMMAND

OFFICE OR UNIT	OFFICE SYMBOL	A	B	C	D
Garrison Commander	IMSE-KNX-ZA-GC	1	1	1	1
Plans, Analysis, and Integration Office	IMSE-KNX-PAI	1	1	1	1
Resource Management	IMSE-KNX-RMO	1	1	1	1
HHC, Garrison	IMSE-KNX-HH	1	1	1	
M Company, Garrison	IMSE-KNX-MC	1	1	1	
*Staff Judge Advocate	IMSE-KNX-LA	(See USAARMC Listing)			
Directorate of Human Resources	IMSE-KNX-HR				
Postal/Official Mail/Distribution	IMSE-KNX-HRS-D	1	1	1	1
Records Holding Area	IMSE-KNX-HRS-R	1	1	1	1
Forms Stockroom/Student Text	IMSE-KNX-HRS-P	1	1	1	1
Adjutant General	IMSE-KNX-HRM	8	8	8	5
Army Continuing Education System	IMSE-KNX-HRE	7	7	1	1
Army Substance Abuse Program	IMSE-KNX-HRA	1	1	1	1
Civilian Personnel Advisory Center	PECP-SWR-F	4	4	4	1
Equal Employment Opportunity Office	IMSE-KNX-EEO	1	1	1	1
*Installation Safety Office	IMSE-KNX-SO	(See USAARMC Listing)			
Public Affairs Office	IMSE-KNX-PA	2	2	2	2
Staff Chaplain	IMSE-KNX-RS	2	1	1	1
Directorate of Contracting	SFCA-SR-KN	2	1	1	1
Internal Review and Audit Compliance Office	IMSE-KNX-IR	1	1	1	1
Directorate of Information Management	IMSE-KNX-IM	4	4	4	4
Supply	IMSE-KNX-IML	1	1	1	1
Video Teleconference Center (Bldg. No. 2369)	IMSE-KNX-IMO-V	1	1	1	1
Directorate of Logistics	IMSE-KNX-LG	4	1	4	1
Directorate of Morale, Welfare, and Recreation	IMSE-KNX-MW	7	7	7	7
Directorate of Plans, Training, Mobilization, and Security	IMSE-KNX-PL	34	27	36	18
Directorate of Public Works	IMSE-KNX-PW	8	1	8	1
Provost Marshal/Law Enforcement Command	IMSE-KNX-PM	(See USAARMC Listing)			
Army and Air Force Exchange Services	IMSE-KNX-PX	1	1	1	1
SUBTOTAL		96	77	90	54

FORT KNOX PARTNERS IN EXCELLENCE

OFFICE OR UNIT	OFFICE SYMBOL	A	B	C	D
AMC Logistics Support Element	SASCE-LSE-KNX	1	1	1	
Army Research Laboratory (ARL) Human Research and Engineering Directorate (HRED) – Fort Knox	AMSRL-HR-MC	1	1	1	
Aviation Support Facility (ASF) Knox, Rotary Wing (RW)	ARRC-AVF-KR	2	1	1	
Close Combat Tactical Trainer (CCTT) Project Office	ATZK-UEA	1	1	1	
Corps of Engineers, Fort Knox Area Office	CELRL-CD-K	2	2	2	
Defense Military Pay Office	DFAS-IN-MH	1	1	1	
Defense Reutilization and Marketing Office – Knox	DRMO-OCLM	1	1	1	
Document Automation and Production Service - Knox	DAPS-KN	1	1	1	
DOD Commissary	DeCA-EA-KNX	1	1	1	
Eastern Region, USA Cadet Command	ATOE-ZA	13	1	1	
ECS-63(G) 81 st RST	AFRC-CAL-ECS	1	1	1	
Fort Knox Community Schools	DDESS-FKCS	2	2	2	
GSA, Region 4, Kentucky Fleet Management Center	ATZK-GSA	1	1	1	
Fort Knox Weather Operations	ATZK-WX	2	2	1	
Program Executive Office-Ground Combat Systems	SFAE-ASM-LNO	2	2	2	
US Army 3d Recruiting Brigade	RCMW	4	1	1	
US Army Accessions Command-Fort Knox	ATAL	3	3	3	
US Army Audit Agency, Fort Knox Field Office	SAAG-FKFO	1	1	1	
**US Army Dental Activity	MCBM	(See DDS Listing)			
**US Army Medical Department Activity	MCXM	(See DHS Listing)			
US Army Recruiting Command	RC	3	3	3	
US Army Accessions Support Brigade	ATAL-B	4	1	1	
US Army Research Institute, Armored Forces Research Unit	DAPE-ARI-IK	1	1	1	
US Army Test and Evaluation Command	CSTE-OP-LNO-ARM	1	1	1	
US Army TMDE Support Window	AMSAM-TMD-B-LKN	1	1	1	
US Bullion Depository	ATZK-BD	2	2	2	
US Marine Corps, Inspector Instructor Staff Company A, 8 th Tank Battalion	ATZK-IIS	1	1	1	

FORT KNOX PARTNERS IN EXCELLENCE (CONTINUED)

OFFICE OR UNIT	OFFICE SYMBOL	A	B	C	D
3d Sustainment Command (Expeditionary)	AETV-SCG	1	1	1	
4 th Cavalry Brigade, First Army Division East	AFKR-TIL-DA	1	1	1	
8/229 th Aviation Regiment	ARRC-AIL-BQ	1	1	1	
11 th Aviation Command	ARRC-AKY	6	4	1	
19 th Engineer Battalion	AFFJ-EB	1	1	1	
280 th Military Police Detachment (CID)	CIRC-CFK	1	1	1	
703d Ordnance Company (EOD)	AFOD-CE	1	1	1	
902d Military Intelligence Group, US Army	IAMG-B-FK	1	1	1	
SUBTOTAL		66	45	41	

TOTAL* DISTRIBUTION A: 327
DISTRIBUTION B: 203
DISTRIBUTION C: 284
DISTRIBUTION D: 98

*Indicates dual position.

**Dual positions (DHS/MEDDAC and DDS/DENTAC) are included in SUBTOTALS of both the staff offices and Partners in Excellence; however, the figures for these organizations are added only once in the overall TOTAL.

A (1 ea addressee) = 84

B (1 ea addressee) = 84

C (1 ea addressee) = 84

D (1 ea addressee) = 44

A less Partners = 261

B less Partners = 158